

# EXECUTIVE SECRETARIAT ROUTING SLIP

TO:		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OCA				
14	D/PAO				
15	D/PERS				
16	D/Ex Staff				
17					
18					
19					
20					
21					
22					

SUSPENSE \_\_\_\_\_  
Date

Remarks To # 6: Please draft response for DCI's approval.

Executive Secretary

8 Jun 88

Date

## ROUTING AND TRANSMITTAL SLIP

10 JUNE 88

TO: (Name, office symbol, room number, building, Agency/Post)

Initials Date

1. DIRECTOR OF LOGISTICS

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

### REMARKS

#1 - FOR ACTION: PLEASE PREPARE DRAFT RESPONSE FOR DCI'S SIGNATURE. ROUTE VIA DDA.

SUSPENSE: 20 JUNE 1988

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

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2 June 1988

Judge William Webster  
Director  
Central Intelligence Agency  
Washington D.C. 20505

Re: C.I.A. Architecture, Planning, and Interior Design  
Contract Award Procedure

Dear Judge:

Thank you again for your hospitality at the pool Memorial Day Weekend. It is a rare treat to see both you and Katy! As we discussed, KressCox is very interested in learning how the C.I.A. solicits architectural, planning, and interior design services.

KressCox Associates, P.C. is a female owned small business enterprise providing architecture, planning, and interior design services. The firm has completed a number of Department of Defense contracts acquired through the Commerce Business Daily including projects requiring security clearance.

Please let me know how the C.I.A selects firms for such projects; where and to whose attention I could submit required government forms and information about KressCox's capabilities; and how KressCox might prove eligible for future contracts.

Thank you. I hope the world's problems are going well for you today.

Sincerely,

KRESSCOX ASSOCIATES, P.C.

*Charlene Duryea*

Charlene Duryea  
Director, Public Relations

